

## A. Keying Instructions and Standards (cont'd.)

### Field-Specific Processing and Editing Requirements

In addition to the General Requirements outlined above, there are a number of data fields that require special handling, processing or editing, which are outlined below.

**PLEASE NOTE THAT SUPPLIERS MUST ENSURE THAT ONLY ALLOWABLE VALUES ARE PRESENT ON ALL TAPES BEFORE THEY ARE SENT TO THE DATABASE. THIS INCLUDES HEADER AND TRAILER LABELS.**

Field	Field #	Special Processing or Editing
	<u>Name</u>	
10+11	Title and First Name	Reject Document if both of these fields are blank.
14	Last Name	Reject Document if this field is blank.
19	Date of Birth	Key verify this field. There are two acceptable means of key verification. 1) The operator keys the field "blind" (i.e., the operator cannot see what is being keyed) and then keys the information a second time with the data displayed. Or, 2) the survey is passed on to a second operator and the information is keyed a second time.
26+27	Previous Address	This field is to be used for address changes only. As a general rule, house number, street direction and street name should be keyed in Address Line 1 (field 26). <u>If an apartment, suite or lot number is present, key it in Address Line 2 (field 27).</u> If a RR or RFD number is the only information present, key in Address Line 1 (field 26) otherwise key in Address Line 2 (field 27). A company name may be keyed in Address Line 2.
33+34	Current Address Lines 1 and 2	As a general rule, house number, street direction and street name should be keyed in Address Line 1 (field 33). <u>If an apartment, suite or lot number is present, key it in Address Lines 2 (field 34).</u> If a RR or RFD number is the only information present, key in Address Line 1 (field 33) otherwise key in Address Line 2 (field 34). A company name may be keyed in Address Line 2.